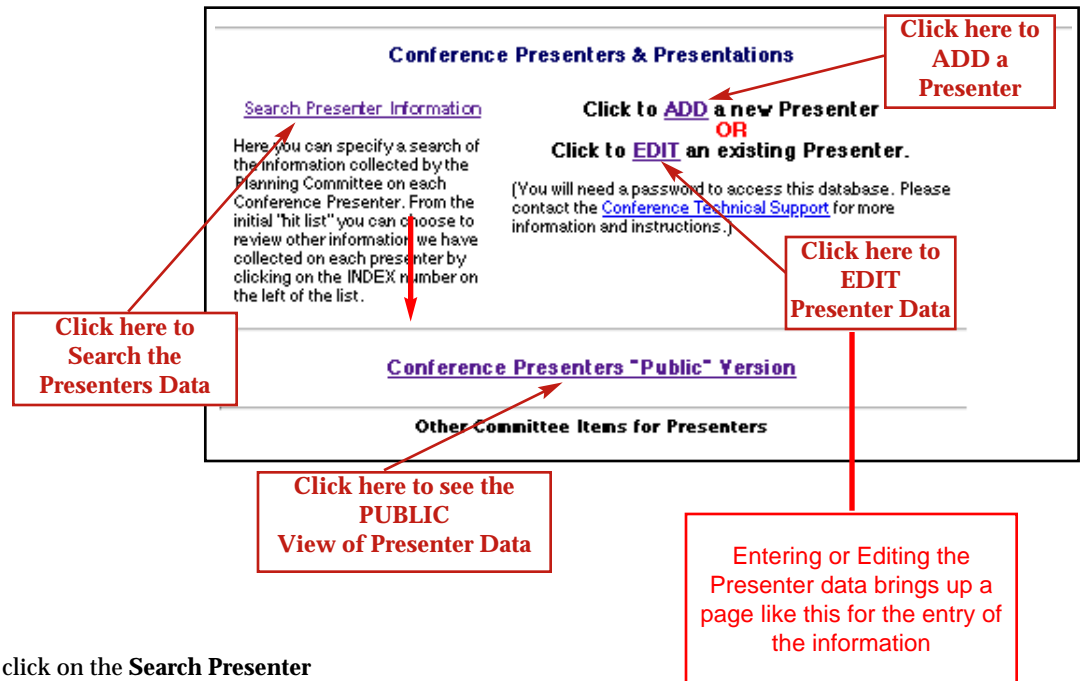


Presenters Data

The Presenters database contains details on the individual conference presenters. Data collected on each person include name, address, short biographical outline, presentation title, short description of presentation, AV needs, travel, honorarium, etc. Click on these sites to see what they contain and how they each relate to planning the conference.



To search for a specific Presenter, click on the **Search Presenter Information** link, and enter any part of the Presenters name or Index number. The screen below shows this.

The screenshot shows the 'Presenters Site Search Information on Conference Presenters' form. It has a header with a 'Presenters' logo and a search icon. The form contains four input fields: 'Presenters Full Name:', 'Session Title:', 'Session Track:', and 'Session Short Description:'. Each field has a search icon on the right. At the bottom, there are three buttons: 'Start Search', 'Find All Presenters', and 'Reset this form'.

Enter the data and press the ENTER INFORMATION button at the bottom to submit the data to the system. You are then informed that the information has been recorded.

The screenshot shows the 'Presenters Site Add New Presenter' form. It has a header with a 'Presenters' logo and a search icon. Below the header, there is a note: 'You will need a password to add a Presenter to the database. Contact the [Conference Technical Support](#) for this information.' The form contains several input fields: 'Prefix Title:' (with a dropdown menu), 'First Name:', 'Middle Initial:', 'Last Name:', 'Suffix Initials:' (with a dropdown menu), 'Professional Title:', 'Organization:' (with a dropdown menu), 'Street Address:', 'City:', 'State:', and 'Zip Code:'. At the bottom, there is a button labeled 'ENTER INFORMATION'.

Unique Presenter Index Numbers

Presenter Index Numbers are used to uniquely identify each presenter. These number are automatically assigned by the system as the Presenter's information is first entered. These Index numbers have three digits, and begin with 001. To get a list of the current Presenters and their unique Index numbers, search the Presenter database then click on the **Find All Presenters** button.

Agenda Data

The Conference Agenda database contains details on the individual sessions which make up the conference. Data collected on each session include index number, room, date, time, type of session, professional track, etc.

Conference Planning & Presentation Sites and Resources

Conference Agenda
Sessions, Presenters, Times, Rooms

[Search Conference Sessions](#) Click to [ADD](#) a new Session

Here you can specify a search of the current Conference Agenda. From the initial "hit list" you can choose to view other information by clicking on the number on the left of the list.

OR

Click to [EDIT](#) an existing Session.

(You will need a password to access this database. Please contact the [Conference Technical Support](#) for more information and instructions.)

[Click here to ADD a Session](#)

[Click here to Search the Agenda Data](#)

[Click here to EDIT Session Data](#)

[Conference Agenda "Public" Version](#)

Other Committee Items for the Agenda

Clicking on the **Search Conference Session** button provides you with an agenda of the conference, up-to-the-minute of your query. A query of the agenda database is made and presented to the viewer in the order of the session numbers.

Unique Session Numbers

Unique Session Numbers are used to keep the sessions sequential and link each to related data. Planning Committee Chair usually assign these numbers to each session.

Conference Sessions are numbered in sequence of their date and time. We use three digit numbers:

- the hundreds place in the number is used to designate conference days, with Day 1 starting with event 100, day 2 starting with 200, etc;
- the tens place of the session number is for a major event, such as a series of breakout session; and
- the ones place is for the individual breakout session.

(Examples: session #100 is first event/session on day 1, which would be an activity such as setting up the registration desk, while session #299 would be the last event or session of the second day.)

Linking Agenda to Presenters

Linking Conference Data

Conference **Agenda** sessions relate to Conference **Presenters**, but the information for each is kept in separate databases. Presenter information is collected by many people, and can be entered over the web. Sessions are usually planned for by the Planning Committee Chairs, and include room assignments, times, dates, etc.

Sessions are linked to Presenter information through the Presenter Index Numbers, as shown below.

Presenter Index Number Links the Information in the Presenter Database to the Agenda Database

The Linked **Session** and **Presenter** Information is viewed on all Conference Agenda pages.

Without the Links, the Presenter Information is not able to be viewed on the Agenda pages.

Session Entry Form:

- Session Number: 110
- Date: 5/10/2000
- Time: 8:00
- Session Type: UPHA BUSINESS MEETING
- Primary Presenter Index: 832
- Presenter 2 Index:
- Presenter 3 Index:
- Presenter 4 Index:
- Presenter 5 Index:
- Presenter 6 Index:
- Presenter 7 Index:
- Presenter 8 Index:
- Presenter 9 Index:
- Finalist:
- Session Room: Summit B & C

Presenter Profile Form:

- Presenter Index: 832
- First Name: Beverly
- Middle Initial: H
- Last Name: Roach
- Current Address: MSPH, RD
- Professional Title(s): President, UPHA
- Organization: UPHA Public Health Association
- Street Address: 476 E. South Temple, #200
- City: Salt Lake City
- State: UT
- Zip Code: 84111
- Phone: 801-963-7338
- Work Address: (work/office address)
- Short Bio: Beverly has been the President of UPHA since May, 1998. She works for the Salt Lake Valley Health Department in the RHP Program.
- Session Title: UPHA Business Meeting
- Session Short Description: Annual meeting for all association members. Reports are given, awards given out, transition to new leadership completed, announcements and resolutions from the members are discussed. Direction for the next year is given by the members of the association.
- Session Track:
- AV Needs: None
- Introducer(s):

Agenda View:

- Session #: 110
- Date: 5/10/2000
- Time: 8:00
- Room: Summit B
- Primary Presenter: Beverly H. Roach, MSPH, RD
- Other Presenters:
- Session Title: UPHA Business Meeting
- Session Short Description: Annual meeting for all association members. Reports are given, awards given out, transition to new leadership completed, announcements and resolutions from the members are discussed. Direction for the next year is given by the members of the association.
- Session Type: UPHA BUSINESS MEETING
- Session Track:

Enter Your Name And Password

Enter username for Database presenters at
macnet.hl.state.ut.us:

Name:

Password:

Cancel OK

Edit Presenter Record Reset this

How to Edit Conference Related Database Information

The Presenter and Agenda databases used in these sites are protected by user logins and passwords. To add a record to a database or to edit data in these sites you must enter a password when prompted by the system, as shown here.

When editing or adding information into the databases, you will be prompted for a user name and password at a certain point. You will also be informed if the edit or addition has been successful after you send the data. Also a warning: the password is good for your 'session' using Netscape. You must quit Netscape or enter another password if you are doing other database work needing another password.